

**Employment Opportunity  
Budget Officer April 27, 2022**

The Jefferson County Board of County Commissioners is seeking qualified applicants for a Part-Time Temporary Budget Officer of Jefferson County (up to 30 hours per week: This position may work itself into a full-time position)

This position implements budgeting and financial record keeping procedures to ensure efficient coordination of various departmental , grant, and designated accounts, maintains accurate information regarding the financial status of the cost center, advises the immediate supervisor regarding financial decisions.

Prepares activities and operation in implementing the County's budget process; plan, direct and manage the coordination of County-wide budget activities; provide direction to departmental staff, present annual budget to County and provide oversight for production of the County's published budget documents.

Annually prepare the County's Capital Improvements Program (CIP) document, Five-Year General Fund Projection, and budget carryovers.

Serve as "process owner" for the financial systems budget module providing technical oversight, trouble-shooting support, and end-user training.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

Monitor County's CIP Programs: coordinate with department staff and Clerk of Court's office to ensure project budget/actual data is current and complete.

Prepare periodic financial reports and submit to the BOCC; review department reports related to the budget; review, advise and process approved budget amendments requests.

Audits, reviews, and approves all accounts payable for the BOCC.

Coordinate with the Clerk of Court's Office and County Audit firm to ensure budget and financial reports are in sync.

Coordinate with County Manager to forecast funding needed for personnel, benefits, equipment, materials, and supplies; Develop and maintain budget-related report programs; prepare periodic financial reports to include budget-to-actual revenue and expenditure information; analyze significant variances and present information to County Coordinator and BOCC.

Prepare adopted budget for upload to the financial information system.

Provide responsible staff assistance to the County Coordinator including on-demand financial analysis, preparations of RFP's, supervisory support and preparation or review of staff reports for BOCC presentations.

Attend and participate in professional group meetings; stay abreast of new trends and innovation in the fields of budgeting and public finance.

Respond to citizen inquiries and resolve complaints.

Perform related duties as required.

Drug screening and background checks are required. Veteran's preference will be given to qualified applicants. Jefferson County is an Affirmative Action/Equal Opportunity Employer/Drug Free workplace.

To apply, send a Jefferson County Employment application to Human Resources, 1 Courthouse Circle Monticello, FL. 32344. Applications may be obtained by visiting our website at [www.jeffersoncountyfl.gov](http://www.jeffersoncountyfl.gov) Questions? Please contact Shannon Metty at 850-342-0223.

Closing date for this position is June 30, 2022.